

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>KAMPALA</b>	2. Agency <b>CDC</b>	3a. Position Number <b>358201 - 100732</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

## 4. Reason for Submission

- ☒ a. Redescription of duties: this position replaces  
(Position Number) 100732, (Title) Human Resources Assistant (Series) 305 (Grade) FSN-08
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain Old PD with significant changes) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Public Health Administrative Management Assistant, 0540	FSN-08	AFRCC: MHB	3/23/2021
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <b>Workforce Development Assistant</b>	7. Name of Employee
8. Office / Section <b>US Embassy Kampala</b>	a. First Subdivision: <b>Centers for Disease Control</b>
b. Second Subdivision	c. Third Subdivision:
9. This is a complete and accurate description of the duties and responsibilities of my position  _____ Printed Name of Employee  _____ Signature of employee      _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  _____ Printed Name of Supervisor  _____ Signature of Supervisor      _____ Date (mm-dd-yyyy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)

**13. Basic Function of Position**

The Workforce Development Assistant is responsible for planning, designing, coordinating, and implementing the full range of human resource services to support the mission of Centers for Disease Control Uganda. The job holder is a technical advisor on the full range of personnel policies and issues across all hiring mechanisms utilized by CDC to fill staff, contracted, and other positions. The incumbent also serves as a point-of-contact on matters pertaining to post-specific regulations and works closely with Embassy HR and CDC Atlanta to provide CDC Uganda staff with

information on and interpretations of State Department and CDC Human Resources policies and guidelines. The incumbent ensures compliance with all legal, regulatory, procedural, and policy requirements governing personnel management activities. The incumbent sits in the Operations Branch and is directly supervised by the Public Health Administrative Management Specialist.

#### 14. Major Duties and Responsibilities

% of time

##### **Human Resources Management (80%)**

###### *HR Administrative Support & Liaison*

The job holder serves as the CDC Uganda point of contact with the Embassy's Human Resources Office (HRO) and serves as the point of contact between HRO and CDC Uganda supervisors. Working with the Embassy HRO staff, manages the overall position development, recruitment, on boarding and termination processes for CDC Uganda. The incumbent works with Embassy HRO to thoroughly understand the HR systems, including the MClass application. S/he must understand HRO procedures and track the status of all positions through the classification process. S/he participates in briefing/updating CDC Uganda supervisors and employees on the status of all positions. The incumbent continuously monitors all HR processes, makes sure all documents are complete and of high-quality. S/he follows up with CDC and Embassy staff as necessary, and files all documents timely and accurately.

The incumbent is responsible for facilitating the overall recruitment and on-boarding processes for CDC Uganda across hiring mechanisms for all staff, including locally employed staff, contracted staff, Fellows, and US Direct Hire staff. S/he assists CDC Uganda supervisors develop thorough, accurate and complete position descriptions (PDs) and to complete and submit all paperwork required for specific HR actions. For LE staff positions this also includes the development of Job Discussion Help Sheets (JDHS) and Reclassification Memos.

Additionally, s/he facilitates and tracks the classification, recruitment and offer processes and ensures that relevant sections within CDC Uganda (supervisor and agency leadership, IT, CDC Facilities, Operations etc.) are aware of the new employee's arrival date. The incumbent is responsible for informing the U.S. Embassy HRO on new entrants to (and withdrawals from) pension fund, allowances and medical aid, and maintains clear, easily accessible, and comprehensive records of all movement.

The job holder serves as a liaison with CDC headquarters Center for Global Health (CGH) for the development, refinement and submission of completed packages related to multi-grade promotions, position reporting and other personnel related queries requiring CGH involvement. This includes multiple report submissions throughout the year, as well as data calls on short notice.

The incumbent serves as the liaison with Embassy HRO and CDC Atlanta on USDH personnel, assignment notifications, tour extensions & curtailments, and other personnel-related administrative actions. The job holder serves as a liaison with all CDC Uganda third party contractors and Fellows. S/he assists Contractors and Fellows and their parent companies to resolve any work problems such as customs, work permits, clearances etc. S/he assists on HR matters pertaining to USDH, LE Staff, Eligible Family Members (EFM), Fellows, interns, seasonal hire students and other contractors related to resources, local labor and social insurance laws, prevailing labor/employment/compensation practices, benefits and position classifications. The incumbent coordinates with the Embassy HRO on all USDH government of Uganda requirements, such as obtaining visas, diplomatic cards, etc. and serves as the CDC Uganda professional on all related queries including assistance with issuance of new diplomatic passports for US Direct Hire assignees.

The incumbent responds to questions and explains the CDC Uganda and Embassy HR policies and procedures in detail. S/he addresses employment relation issues such as work complaints, and forwards employee complaints and suggestions to Embassy HRO, the Management Office, and when necessary, drafts official memoranda to Embassy



officials. The Incumbent performs technical reviews on workplace personnel policies and procedures and advises CDC Uganda leadership and staff on process and on needed updates and changes to workforce and human resource policies and procedures. The position serves as a resource on HR related matters and, in conjunction with the supervisor and/or Associate Director of Management and Operations (ADMO), provides professional advice on difficult HR queries, issues and personnel matters. S/he serves as an information resource for compensation matters as it relates to payroll disputes, pay slip anomalies, promotion and advances.

The incumbent plays a critical role in assuring that staff are fully informed of Embassy and CDC ethics policies, including working directly with staff to report and receive approval to participate in any "outside" activities, whether paid, or not.

#### *Performance Reviews*

As the CDC Uganda point of contact with HRO, the jobholder is responsible for ensuring that CDC Uganda supervisors follow established policies, protocols, and timelines applicable to the completion of LE staff performance reviews. The incumbent liaises with the CDC Uganda and CDC Atlanta staff as well as HRO staff on training related matters affecting personnel performance.

The job holder acts as the point of contact to work with and advise all CDC Uganda supervisors on the performance management cycle, including developing work plans, performance goals, HR counselling, and submission of any ad-hoc HR requests to Department of State HR for processing. The job holder is responsible for developing a system to track and manage a catalogue of job elements included on CDC Uganda staff Employee Performance Reviews.

#### *Workforce and professional development*

The job holder will be responsible for supporting workforce and professional development initiatives across the CDC Uganda office. In collaboration with the Deputy Director, the ADMO, and the Senior Program Assistant, the incumbent will support activities implemented as part of CDC Uganda's Professional Growth Program. This will include the coordination of a routine skills-building series, as well as other routine and ad-hoc trainings for staff across the office.

The incumbent coordinates the full performance awards function for CDC Uganda and ensures adequate participation in the Interagency Mission Awards Program as well as CDC and HHS award programs. This position is regarded as the foremost authority on award processes at CDC Uganda. The incumbent will be required to work closely with CDC Uganda and Embassy staff to review, submit, and track awards during each Mission Awards award cycle (as directed or as per approved SOPs). The incumbent will be required to work closely with CDC HQ staff as necessary for Awards administered out of CDC HQ. The jobholder will develop a process for identifying and communicating about relevant awards. Develop an SOP for award nomination submission and tracking and implement a semi-annual training for staff on how to write strong award nominations. This training will be integrated into the new staff orientation and implemented as a stand-alone training. This will be done in close collaboration with the Embassy HRO and the Senior Program Assistant. The incumbent will lead the development, implementation, and tracking of the new staff orientation which will cover all aspects of on boarding at CDC Uganda.

#### *Information and Records Management and Compliance*

It is the incumbent's duty to review all HR documentation and records on an ongoing basis, and to ensure that records are complete and that tracking and filing systems are in place. The job holder updates and accurately maintains all administrative electronic and hard copy files for CDC Uganda HR, ensuring easy access to information and conformity to records management standards. This includes updating and maintaining a centralized administrative filing system (electronic and hard copy) for all CDC Uganda HR and personnel-related actions and issues. Ensuring that documentation (certificates of training completed, continuing education credits, etc.) is filed according to CDC established standards and procedures. The incumbent ensures that proper documentation is submitted to the Embassy

HRO for inclusion in the official personnel folder, including documentation for all trainings. Incumbent serves as the liaison between CDC Uganda and the Embassy HRO which maintains the official records for the LE Staff positions.

#### **Program Planning and Reporting (10%)**

The incumbent is a participant in the development of the annual management and staffing section submission for the PEPFAR Country Operational Plan (COP) and coordinates the consolidation, review and final editing of the management and staffing portion of the annual COP submission, semi-annual reports, and annual and ad hoc reports to the Office of the Global AIDS Coordinator. S/he is responsible for continuous maintenance of the PEPFAR staffing database for CDC Uganda submission to PEPFAR in the COP. Following OGAC approval, the incumbent compiles and submits reports and requests for new positions to CDC Center for Global Health and the HHS Global Health Workforce Plan for approval on an annual basis. The incumbent submits meticulously reviewed requests to the Embassy Management team for new positions requested. The incumbent is responsible for providing the up-to-date HR information needed to address all CDC and Post reporting requirements. S/he is also responsible to coordinate with other sections (e.g., financial management) to obtain information when necessary. Likewise, the job holder is responsible for reviewing HR-related reporting to determine that they are correct and accurately reflect CDC staffing. The incumbent is required to utilize his/her thorough knowledge of word processing and database administration to manage this complex reporting process. In coordination with the supervisor, shares responsibility for participating in the formulation of CDC Uganda policies and guidelines for effective human resources and capacity planning, staff advancement, training (mandatory and elective), and related HR support of all internal CDC Uganda staff.

#### **Timekeeping (10%)**

The incumbent is the official timekeeper for CDC Uganda, s/he receives, and reviews leave and overtime forms submitted by LE staff for accuracy and compliance with time keeping and payroll regulations and procedures. S/he enters data in the State Department payroll system to generate the LE staff bi-weekly Time and Attendance report every pay period. The incumbent maintains a filing and tracking system for LE staff leave as well as time and attendance.

**Note:** "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

#### **15. Qualifications Required For Effective Performance**

a. **Education**

Bachelor's degree in Human Resources Management or Public Administration is required.

b. **Prior work Experience**

Four (4) years of progressively responsible experience in human resources management or personnel management with international organizations, host government, donor agencies, or NGOs is required. Specific personnel management experience requirements include position classification, recruitment, wage administration, performance management and other general personnel operations in a multicultural office.

c. **Post Entry Training**

Specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training, as appropriate, to enable the incumbent to perform his/her duties in accordance with CDC and US Government policies, rules and regulations. These include Mission Classification (MClass) Training and USG LE Staff personnel management, LE Staff position description development training, etc. Ongoing continuing education and professional seminars to expand knowledge, skills and abilities in executive level office support and administration.



- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level IV spoken, written and reading ability of the English language is required. Level III (good working knowledge) in at least one local language is required.
- e. **Job knowledge**  
Demonstrated knowledge of human resources management and personnel management is required, including a sound understanding of position classification, employee relations, compensation, international recruitment policies, benefits management standards and records management techniques, performance management, employee development and workforce program planning.
- Must have a working knowledge of host government guidelines concerning local labor law of employment of local personnel and registration of American personnel. The incumbent must possess knowledge of statutes and regulations as they pertain to Human Resource and administrative services, including those directed by Uganda's Labor and Government structures (Retirement Scheme Office; Social Security Office, Medical Coverage Institution, and Labor Office).
- f. **Skills and abilities**  
The incumbent must be comfortable working in a highly visible role and communicating with and coordinating the efforts of all-levels of USG staff. The ability to multi-task in a very fast-paced work environment is required.
- Ability to maintain and work with confidential information and records is required.  
The incumbent is required to possess exceptional problem-solving skills, as well as the ability to work independently to develop realistic solutions. Analytical, interpersonal, and managerial skills are critical to the performance of this position. The ability to examine and understand complex policies, to articulate these policies and their application to Mission operations, and to put into effect CDC regulations and directions is essential.
- Excellent analytical and writing skills are required to effectively edit or assist in the rewriting of position descriptions and preparation for classification analysis. Excellent verbal communication and interpersonal skills are required to explain classification decisions, provide advice and assistance to U.S. employees, and to communicate and work effectively with employees at all levels in discussing sensitive issues.
- Accuracy, attention to detail, and patience are required to explain different types of personnel issues and policies to USDH and LE Staff employees. Requirements also include the ability to function well under pressure, and to exercise flexibility and discretion in resolving problems.
- Advanced computer literacy and familiarity with Microsoft Suite is required (including Word, Excel, and PowerPoint). The incumbent should also be comfortable with and adept at using new and emerging technologies, applications, and computer systems.

**16. Position elements**

- a. **Supervision Received**  
The incumbent is directly supervised by the Public Health Administrative Management Specialist Position Number 101770, FSN 12.

b. **Supervision Exercised**

None.

c. **Available Guidelines**

Written CDC and US Embassy administrative policies and procedures, protocol guidelines, and the Country Operational Plan (COP). Federal Acquisition Regulations and agency-specific management and operation regulations related to workforce and human resources management.

d. **Exercise of Judgement**

The position requires the incumbent to use exceptional judgment in interpreting and applying written policies, procedures and guidelines in carrying out the duties and responsibilities with a minimum of oversight, and he/she will independently resolve the great majority of routine and many complex problems encountered.

The incumbent is substantially relied on for professional judgment when providing advice on appropriate recruitment and hiring options for CDC and when addressing disciplinary actions. Incumbent also uses high level of judgment in dealing with different and sometimes conflicting interpretation of policy, procedures and demands. Incumbent is expected to maintain strict confidentiality when handling personnel issues.

e. **Authority to Make Commitments**

Limited to scheduling trainings. Position does not make any financial commitments.

f. **Nature, Level and Purpose of Contacts**

Contact with senior CDC staff in relation to staffing; CDC Atlanta and CGH on issues pertaining to PSAs, awards, and mandatory training, and contact with LE Staff and American employees of all levels to carry out work on HR operations/services. Incumbent interacts with mid-level Post HR staff to coordinate and manage CDC's position classification, recruitment and other personnel related actions. Incumbent liaises with mid-level staff in outside organizations in the course of organizing trainings for CDC staff e.g. British Council, and with Ugandan institutions like the National Council for Higher Education, Makerere University, Ministries of Education and Labor in search of information.

g. **Time expected to Reach Full Performance Level**

Six months.